

TECHNOLOGY DONATION GUIDELINES

HARDWARE DONATIONS

The Nauset Public Schools is happy to accept donated computer equipment provided it meets the minimum standards we have adopted. We have adopted standards in consideration of the cost required to support and maintain these systems, as well as how well they enhance the learning environment based on their capabilities. The District's decision whether to accept or decline donated computers is a complicated one. Here are some important questions we always consider:

- Will the computer run the software we currently use?
- What is the cost of integrating the hardware into the district's network?
- Will additional training for teachers and students be required?

SOFTWARE DONATIONS

Will software be included with the donated computers? If so, it's very important we comply with the law in this area. Fines for violation of software licenses are extremely high; we want to be sure to comply with licensing requirements under the letter of the law. It is a legal requirement that pre-installed operating systems remain with the computer for the life of the computer. If a company or individual donates a computer to the District, it must be donated with the operating system that was installed on it when it was purchased. If it did not have an operating system on it, or the operating system is not being donated to the District, then we will erase the hard drive and the cost of procurement of an operating system and the installation costs will need to be factored in before making a decision on whether we can accept the donation.

If the operating system or any other software is being donated to the District, the original owner needs to transfer the license rights to the operating system and any other software being donated. They may do so as specified in the End-User License Agreement (received at the time of purchase) as part of a permanent transfer of the computers. The following should be included with the donation of a computer:

All copies of software on original disk or CD, including back-up and/or recovery materials

- Manuals and printed materials
- End-User License Agreements
- Certificates(s) of Authenticity

If the donor cannot find the original disks/CDs, End-User License Agreements, etc. the donor will need to sign a letter stating they were unable to find the original paperwork and software. The letter needs to accompany the donated hardware and will need to include the make, model, and serial number of the hardware; this letter will serve as proof of license.

If the donor has upgraded the operating system, the computer can be donated with the upgraded operating system. The donor simply fills out the license transfer paperwork included with the original and/or upgraded software and completes the transfer license agreement as described above

HOW TO DONATE

Potential donations to the District should be brought to the attention of Kathleen Schrock, Administrator for Technology. She may be reached at 508-255-0016 x216 or via e-mail at schrockk@nausetschools.org. She will determine whether the equipment meets the standards. If a donation is intended for a particular building or particular classroom, the note include this information, although, the District still maintains the authority to redeploy the equipment to an area which may need it more.

If any cost will be required to bring the machine up to even higher standards, to add additional equipment, or even to purchase operating systems or other software, these costs will be borne by the building budget for the destination building. In the event the destination building's administrator, in conjunction with the Technology Administrator, determines the costs outweigh the benefit, the donation will be declined.

Once the donation is accepted the equipment becomes the property of the Nauset Public Schools. The donator will receive a letter of acceptance in the mail that is suitable for tax purposes.

The current specifications needed before consideration of acceptance of a computer or peripheral for the Nauset Public Schools are, as of March 1, 2004:

Desktop/laptop

- *Pentium II/III/IV/Celeron/AMD 400 MhZ or higher desktop, 15+ inch monitors (minimum 800 x 600 resolution at 256 colors) or Pentium II/III/IV/Celeron/AMD 400 MhZ or higher laptop, keyboard and mouse, min. 40 MB RAM, CD-ROM drive, Ethernet NIC card, with sound card and speakers, 6 GB or larger hard drive, Windows 98 or higher, 96 MB RAM or greater]*

Peripherals

- *HP LaserJet V or higher, HP DeskJet 800 or higher printers*
- *Epson FX-#### laser printers, Epson Stylus 750 or higher inkjet printers*
- *Canon BJC or S series BubbleJet printers*
- *Lexmark Z Series JetPrinters, Lexmark Optra or E or T series laser printers*
- *USB or parallel scanners (no SCSI)*

Created by Kathleen Schrock. 2/25/04; accepted by Cabinet 3/24/04